



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Contract Management System

Solicitation Number: 6100008101, RFCSP 016-108

Description: The Department of Human Services is undertaking an initiative to implement an automated contract and budget management solution for the Department of Human Services in the Contracts Management Division in order to provide greater efficiency, tracking, and visibility. The Contracts Management Division contracts \$21 million with over 60 various agencies for over 100 programs that invests in human services outcomes to strengthen the services in the community.

Applicable Product Categories: NIGP 92014, NIGP 92064

Date Issued: December 16, 2016

Bid Due Date & Time: January 30, 2017 at 11:00 a.m. Central Time

Pre-Submittal Conference: City of San Antonio, Department of Human Services, 106 S. St. Mary's 7th Floor, San Antonio, Texas 78205 at 10:00 a.m. Central Time, on January 9, 2017.

Staff Contact Person: Jackie Mendez, Procurement Specialist III, jackie.mendez@sanantonio.gov

Evaluation Committee Voting Members:

Kevin Goodwin, Assistant Director, Information Technology Services Department

Melody Woosley, Director, Department of Human Services

Kimberly Blanco, Contract Administrator, Department of Human Services

Patricia Zamora, Accounting Supervisor, Information Technology Services Department

Krista Solie, Special Project Manager, Pre-K 4SA

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications: Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on January 13, 2017. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Jackie Mendez, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
jackie.mendez@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.